

Employee written consent to share/store information



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| Name (please print) | | Position | |
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In order to adhere to General Data Protection Regulations, organisations are required to gain written consent to share and store personal information. They should also provide a clear understanding of what the information will be used for. Please read the Staff Privacy Notice for more details.

In order to enter into a contract of employment with you, we need to collect and store personal information from you which will be linked to your role, responsibilities and grade. This is therefore covered under the legal requirement to enter into a contract. This will also inform performance management and will enable you to be paid. You will need to consent to information being shared with our external payroll provider.

This information will be stored securely in both electronic and hard copy format, at trust and individual school level. Storage will be fully and appropriately encrypted (electronic) and locked safely and confidentially (hard copy). This will be kept throughout the period of your employment and for a period not exceeding 6 years following the termination of your employment in line with Employment Law.

Payroll information will be shared with HMRC and the appropriate Pensions Administrator (if you have opted into the workforce pension scheme).

We are required by law to collect certain information to share with the Department for Education under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments and to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005. This will include all details relating to your contract of employment.

We are also legally required to provide information on request by statutory bodies including:

- The Local Safeguarding Board & Designated Officer.
- Police and the national crime database and the administration body for Disclosure and Barring Check.
- The Teacher's Misconduct Team based within DfE.

CCTV is legally used to manage positive behaviour in school and notifications are provided within the required legislation.

You may be asked to provide a photograph or visual image for the school staffing structure or as part of projects, research and general visual evidence. You must provide consent for this.

We may also share your information with other agencies in order to provide appropriate training, development and support within the workplace. You must provide consent for this. This will include the following:

- Trade Unions and HR Service Providers (as part of an investigatory procedure or in order to manage concerns, issues and where appropriate sanctions established through formal policies and procedures).
- Occupational Health and Additional support (eg counselling or physio) providers.
- Salary Sacrifice Scheme (eg cycle to work and child care vouchers).

This consent form will be held on your personnel file. You can withdraw consent from the areas above not directly linked to legislation. If you wish to do this please provide written details to the Data Protection Officer/Headteacher stating what information you wish to withdraw consent for.

Your information will not be used for marketing purposes at any time. Should we receive a request for information outside of any legal request you will be notified and your consent will be sought as appropriate.

I confirm that I have read the requirements for information processing, sharing and storage linked to my contract of employment with Consilium Academies and I (delete as appropriate):

Consent to the additional areas outlined above

Consent to the following areas only:

- Payroll Information for the external payroll provider including bank account details, HMRC codes and pension contributions (please note if you withdraw this area we will not be able to pay you or provide the necessary contributions to external agencies as required by law and you may therefore be fined).
- Photographic and visual information (this area excludes CCTV footage where clear notification is provided that it is in operation)

Additional services as follows:

- Trade Union support (and subscriptions where appropriate)
- Occupational Health and additional support services
- Salary sacrifice scheme (you will receive additional information on this if it is relevant to you)

OR

I Do NOT consent to any of the areas outlined above

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|------------------|--|-------------|--|
| Name | | | |
| Signature | | Date | |